

**APPROVED PURCHASES
FROM ICB MAINTENANCE FUNDS**

Items or services reimbursed under this program must directly or indirectly benefit community use and may include facility and grounds maintenance. Community users are those groups permitted in schools through CUPF. Suggested uses of the funds are listed below. Other items may be considered if the expense benefits community use.

The check will be automatically mailed to you if your account is current. Please note:

- All outstanding bills should be paid no later than 30 days after the event date. This includes any balances by MCPS partners scheduled on the school's account. No payment for the prior school year should be carried forward to the next school year.
- **Receipts do not need to be submitted, but all records must be retained and made available for MCPS audits as needed.**

General Building Equipment	
Buffer Burnisher Edger Fans Floor Sander Hedge trimmer Lawnmower Leaf Blower	Light bulbs Mops, Brooms Power Washer Snow Blower Vacuum cleaner Walkie talkies/2-way radios Weed Whacker
Cleaning Supplies/Paper Products	
floor stripper wax rug shampoo bathroom disinfectant paper towels	toilet paper soap trash bags trashcans
Room Specific Items (Must only be for rooms booked by the community)	
Carpet or carpet replacement Chair truck Folding/stackable chairs	Paint and painting supplies Tables Smart Board Covers
Auditorium/All Purpose Room Equipment/Maintenance	
Choral risers/shells Microphones Piano/piano tuning	Podium/lectern Sound/lighting equipment Stage curtains
Gym Equipment/Maintenance	
Basketball backboards, goals/nets Floor covering	Floor refinishing Volleyball standards/nets

Additional Information:

- Purchase of items or services primarily benefiting students, their parents or school staff are not consistent with the intended uses of this fund.
- Payment of past due balances on your CUPF account with this award is not allowed. Schools must pay all balances owed before CUPF will issue payment.
- Funds received under this policy do not need to be spent in the fiscal year in which they are received, but can carry forward to future fiscal years.

For more information: Patty Vitale, 240.777.2713 or Patty.Vitale@montgomerycountymd.gov